

Applying for Jobs



When you are applying for jobs, use information that is relevant, and tailor your application, resumé and cover letter to that specific job.

Create a Career Portfolio

Applications

Gather and organize your transcripts, certificates, employment history, awards, performance reviews, work samples and references for your career portfolio, which will include your master application, resumé and cover letter. When you are applying for jobs, use information that is relevant and tailor your application, resumé and cover letter to that specific job. Employers will often request these documents via email, so make sure you have electronic copies.

Your master application and master resumé should contain your entire work history, experience, education information, skills and references with as much information as possible in each section. Be sure your master resumé is targeted to a specific type of position or industry that you customize and tailor for each job you apply for.

Your master cover letter should be a template that you can customize to each specific job application. Keep your information updated and ready to use for each new employment opportunity.

Fill Out an Application

Most employers see your application before they see you. If you want to be interviewed, your application must make an outstanding impression. Employers may review 3 to 3,000 applications each month, so smudged, illegible or incomplete forms are quickly tossed aside. Employers often make assumptions about the quality of work you will do based on your application. You must be prepared to fill out an application when you

go to pick up the form because some managers and companies require that it be filled out on the spot. Managers don't like it when applicants forget to bring a pen or ask to borrow a telephone book to look up names, addresses and telephone numbers, so come prepared.

Your master application should organize your education information, work history, references and previous employer information, such as addresses and phone numbers. Include your social security number and any information you have about education or training. Having a completed master application will help you quickly and correctly fill out online job applications without having to search for information. Use it as your model when filling out applications for actual jobs. Most employers have their own forms and will not accept copies, so take your master and copy the necessary information.

Sections of an Application

The first section of an application usually asks for information such as your name, address and telephone number. Make sure this information is current.

The second section generally asks for information about education and training. List all of your schooling, even if you didn't graduate. Sometimes there will be a space to note special honors, awards or membership in professional associations. This is an important section of the application because it can be used to enhance your qualifications.

The most important part of the application is work experience, which usually begins with your most recent job. If you have held more than six jobs, you may wish

to list only those most closely related to the job you are seeking. Others can be summarized, such as “held several food service jobs to pay expenses until I was able to find permanent employment.” Try to avoid exposing long gaps in your employment history because employers will wonder why the gaps exist. If you have little or no previous experience, list part-time, summer or volunteer jobs. It is important to describe your experience with words that are comparable to those the employer used to describe the job. Many applications ask why you left your previous job. Use statements that indicate that you chose to move forward, and look for positive ways to say why you left or are leaving a job. For example, you could say:

- “Looking for more responsibility”
- “Seeking advancement”
- “Seeking a more challenging position”
- “Seeking to expand skills”
- “Reduction in force”
- “Job change”

Choose a statement that most accurately describes your situation and be prepared to discuss your reason for leaving in more detail during an interview.

Application Tips

When filling out an application, know the title and qualifications of the position you are applying for. Specify the position you are applying for; do not write “any” or “will take anything” because employers do not want to take the time to figure out where you might fit. If you are interested in more than one position, fill out an application for each. Make a copy of the application just in case.

Target your application to the specific position you are applying for. Do your research and look for ways to target your skills and qualifications to match the specific job requirements.

Follow directions closely and read the entire application before you begin. Pay attention to sections that say, “Do not write below this line” or “For office use only.” The fine print may give instructions, such as “please print” or “put last name first.” Look for directives such as “apply in person” or “do not call.”

Make sure your application is neat with no errors in grammar, punctuation or spelling. Print neatly and use

To-Do List:



- Create a career portfolio.
- Customize the following to each specific job you apply for:
 - ♦ Master application
 - ♦ Master resumé and cover letter
 - ♦ Letter(s) of recommendation
 - ♦ Licenses/certificates, awards/honors
 - ♦ Work samples, if applicable
 - ♦ Marketing message
 - ♦ Reference sheet
 - ♦ Business cards
- Use the worksheets included at the end of this section.

black ink if no color is specified. Don’t cross out writing, wrinkle the paper or fold the application. Respond to all questions, avoid abbreviations, do not leave any sections blank and write “N/A” if a section is not applicable. Do not mention health, personal, legal or financial problems and don’t forget to sign your name.

Some applications will ask for a desired salary or hourly wage. List the starting salary the employer has posted or do your research and find out what the starting wage is for the position and list a range.

Be honest on your job application. The information you provide will become a permanent part of your employment record when you are hired. False information can be grounds for dismissal. However, do not volunteer more information than necessary.

Make sure that you mail or turn in the application to the correct person or place. When picking up or dropping off an application, dress for an interview and greet those you meet politely. First impressions are often passed along to the hiring manager. Remember to take a copy of your application just in case. Take your master application and reference sheet with you to any employer contact. Verify the legitimacy of the company before you complete an application.

At jobs.utah.gov you can log in to **my Job Search** and create, update and store your master application or resumé. You can also copy and use the master application on the following pages.

Applying for Jobs

An average resumé tells the employer **WHAT** a candidate did on the job;
a great resumé tells the employer **HOW WELL** a candidate did on the job.

Build Your Resumé

A resumé is a marketing tool that lists and markets your best qualifications for a specific job. It is a memorable presentation of experience, skills, qualifications, knowledge and expertise and a demonstration of your ability to produce results. Your resumé should show an employer what you have to offer and answer the question “What can you do for the company?”

The purpose of a resumé is to get an interview. Your resumé can then structure the interview, creating a point-by-point resumé review or resumé-based questions that ask you to “prove it.” Your resumé will also remind the employer of your strong and weak points during the selection process.

Consider the type of position you are applying for. Employers spend an average of 10–30 seconds screening each resumé they receive. A resumé that is organized and focused will keep the employer’s interest.

SECTIONS OF A RESUMÉ

Contact Information

Separate your contact information from the rest of the resumé. You can do this with a line across the page. Include the following:

- Name (bold, 14–16 pt. font)
- Street address (city, state, zip)
- PO Box (city, state, zip)
- Home phone number (with area code)
- Cell phone number (with area code)
- Job-searching email address
- Webpage or LinkedIn account

Summary Statement

A summary statement is a clear, concise statement of your experience, tailored to the job you are seeking.

Emphasize what you will bring the employer rather than what you want. Include the following:

- Job title
- Important skills
- Industry
- Years of experience
- Degrees, certificates or licenses
- Language skills
- Management style
- Accomplishments

A summary statement is also called career summary, profile, career profile, career highlights, professional profile, professional summary or summary of qualifications.

Example:

Highly-motivated salesperson with more than eight years of experience initiating and closing transactions while providing exceptional customer service before, during and after the sale. Keen interest in fashion, retail sales, buying and management.

Skills

A skills list should not be a laundry list of all the skills you possess. Rather, you should carefully craft a list of skills that are important to the job. Do your research to find out what the job requirements are, and match keywords found in the job description.

Make sure this section is easy to read and include 9–15 relevant, targeted skills. List the most important skills first.



Resumé Content Guidelines

Your resumé should:

- Use “action” verbs
- Quantify your results: use #s, %s, \$ amounts, state positive results and show money saved, time spent or projects completed
- Not contain personal pronouns (you, I, my, we, they, etc.)
- Use accepted terminology and avoid jargon and abbreviations
- Include job titles, company names, cities, states and dates of employment
- Not include supervisor’s name, company mailing address, salary or references
- Omit “References Available Upon Request”
- Be tailored to meet the employer’s expectations: generic resúmes are not effective

KAREN S. DAVIS

6981 South Centennial Drive
Salt Lake City, Utah 84121
(801) 568-9120
kdavis@yahoo.com

CAREER SUMMARY

Seven years successful experience as administrative assistant in varied business environments providing excellent customer service and a voice that “smiles” on the phone. Exceptional communication skills with management, team members and public.

SKILLS & EXPERTISE

Office Management
Microsoft Word & Excel
Typing & Data Entry 60 WPM
Employee Training

Customer Service
Telephone Communication
Office Machines & Fax
Preventive Problem Solving

Email & Internet
Multi-Tasking
Records Management
Organizational Efficiency

WORK EXPERIENCE

Acquisitions Clerk, Murray Public Library, Murray, Utah, 2003 – Present.

- Coordinated monthly library board meetings, transcribed minutes and distributed to 12 board members.
- Assisted customers, handled inquiries and directed calls to 20 staff members using an 8-line system.
- Prepared professional business correspondence for 20 administrative staff members.
- Operated office equipment including fax; monitored maintenance contracts; coordinated use of facility.

Administrative Assistant, Monson Elevators, Salt Lake City, Utah, 2000 – 2002.

Office Manager, Allstate Insurance Company, Denver, Colorado, 1999.

COMPLEMENTARY EXPERIENCE

- Leadership and organizational skills developed through 10 years of 4-H and PTA involvement.
- Volunteer for Murray City Reading program; received 2001 “Volunteer for the Year” award.

EDUCATION & TRAINING

- Microsoft Word & Excel Certification, University of Utah Extension, Salt Lake City, Utah
- A.S., Office Procedures, Central Business College, Denver, Colorado
- Effective Communication, Salt Lake Community College, Salt Lake City, Utah

PROFESSIONAL REFERENCE

“Karen is self-motivated and has the ability to grasp concepts quickly and follow directions carefully. These characteristics combined with her exceptional administrative assistance skills enable her to complete assignments in a timely and efficient manner. Karen would be a definite asset to any office or business.”

Kendall Myers, Chairperson
Board of Directors
Murray Public Library

Danielle Parkinson

3325 South Imperial Road, Apt. B
Salt Lake City, Utah 84105
801-342-1987
dparkinson@yahoo.com

SUMMARY OF QUALIFICATIONS

Three years successful cashiering and customer service experience in the grocery industry; promoted from cashier to team lead in 14 months. Recognized by management for accuracy, efficiency and commitment to customer service. Received Employee of the Month award after three months of employment.

SKILLS

Cashiering
Credit & Debit Transactions
Balancing Cash & Receipts
Communication

Processing Returns & Credits
Complaint Resolution
Ordering & Inventory Control
Basic Computer Applications

Customer Service & Assistance
Merchandise & Display
Add-On Selling at Checkout
Team Coordination

WORK EXPERIENCE

Team Lead/Cashier, SAVECO Warehouse, Salt Lake City, Utah, 2008–2011

- Operated cash register to itemize and total customers' purchases; balanced cash and checks in register with receipts; consistently achieved 98% accuracy.
- Received cash, checks and credit card transactions from customers; handled between \$2,500 and \$7,000 per shift; served approximately 10 customers per hour with \$175 average checkout.
- Stocked shelves and marked prices on over 4,500 items; maintained merchandise displays.
- Resolved customers' complaints and addressed questions in a timely manner; provided information about products and store layout; coordinated with supervisors and management.
- Completed weekly shift schedule for 15+ employees.
- Monitored 8 checkout stations to reduce customer delays; directed checkout line traffic during peak periods; called additional workers to stations to reduce wait time and bottlenecks.

Cashier, Sandy Food & Drug, Sandy, Utah, 2007

EDUCATION & TRAINING

Marketing Management, Salt Lake Community College, Salt Lake City, Utah (degree expected 2013)
Customers First Training, SAVECO Warehouse, Salt Lake City, Utah, 2009

VALUE TO AN ORGANIZATION

"Danielle is an excellent employee. She knows how to build positive relationships with customers, management and co-workers. She is a team player and goes out of her way to assist whenever and wherever she is needed. While employed at SAVECO, she exhibited a great work ethic and was always on time and ready to start contributing. I highly recommend her to you."

Shawn Lee, Manager, SAVECO Warehouse, Salt Lake City, Utah

Resumé Formatting Guidelines

Your resumé should:

- Be one or two full pages in length (not one and a half)
- Be easy to read
- Use phrases instead of sentences
- Use lists instead of paragraphs
- Prioritize the most important information first
- Make good use of white space by having three-quarters-of-an-inch to one-inch margins
- Use size 11–12 point font
- Be written in Arial or Times New Roman
- Use bullets, underline, bold and italics conservatively
- Contain no errors in grammar, spelling and punctuation
- Maximize visual impact to reflect your professionalism
- Be printed on high-quality bond paper that is white, off-white or gray



Experience and Employment History

In this section, make sure to include experience that is relevant. Don't just tell the employer what you did, but tell how well you did it.

- Include your employment history, your accomplishments and descriptions of how you used your skills.
- List your history in reverse chronological order, going back as far as the last 10 years.
- Include full-time work, part-time work, volunteer work, internships and temporary positions.

Examples:

- *Supervised a staff of 15–20 full- and part-time employees in the 6-week absence of the store manager.*
- *Achieved an average score of 93% on 2 federal safety inspections and 96% on 5 company operational audits.*

Education and Training

In this section, include all types of education and training, listed in reverse chronological order. If you took courses relevant to the position you may include them. Do not list high school information unless you have not participated in any post-secondary education. List dates of attendance (if it was within the last 10 years), degrees, certificates or licenses, your major and your grade point average (if it was 3.5 or above). If you have not yet finished a program, include a projected graduation date. Place education after your work history unless you've graduated in the past few years. Ask yourself, "Which is stronger, my work history or educational background?" Include the following:

- Formal education
- Military training
- Specialized training
- Certifications
- On-the-job training
- Licenses
- In-service classes
- Workshops

Other Sections

All sections of your résumé should contain information that is pertinent to the specific job you are applying for and show you in the best possible light. You may also include a section for any of the following:

- Licenses and Certifications
- Affiliations
- Volunteer Experience and Community Involvement
- Honors, Awards and Recognition
- Professional Development
- Personal Endorsements



Resumé Action Verbs

To avoid some common resumé mistakes, make sure that your resumé is not:

- **Too long:** The preferred length of a resumé is one page to two full pages.
- **Disorganized:** Information should not be scattered around the page or hard to follow.
- **Poorly typed and printed:** Content should not be hard to read or look unprofessional.
- **Too sparse:** A resumé should give more than bare essentials like dates and job titles.
- **Overwritten:** A resumé should not contain long paragraphs and full sentences.
- **Unfocused:** A resumé needs to show what the candidate accomplished on the job.
- **Irrelevant:** Height, weight, sex, health and marital status are not necessary.
- **Full of errors:** Resumés should be carefully proofread before they are printed and mailed.
- **Trying too hard:** Fancy typesetting, photographs and exotic paper distract from the clarity of the presentation.
- **Misdirected:** Too many resumés arrive on employers' desks unrequested. Include a cover letter.

Management Skills

administered
analyzed
assigned
chaired
contracted
consolidated
coordinated
delegated
developed
directed
evaluated
executed
increased
organized
oversaw
planned
prioritized
produced
recommended
reviewed
scheduled
strengthened
supervised

Communication Skills

addressed
arbitrated
arranged
authored
corresponded
developed
directed
drafted
edited
enlisted
formulated
influenced
interpreted

mediated
moderated
motivated
negotiated
persuaded
publicized
reconciled
recruited
spoke
translated
wrote

Clerical or Detailed Skills

approved
arranged
catalogued
classified
collected
compiled
dispatched
executed
generated
implemented
inspected
monitored
operated
organized
prepared
processed
purchased
recorded
retrieved
screened

specified
systemized
tabulated
validated

Research Skills

clarified
collected
critiqued
diagnosed
evaluated
examined
extracted
identified
inspected



For a complete list of resumé action verbs, go to jobs.utah.gov/jobseeker/oltools/resumeactionverbs.pdf

Evaluate Your Résumé

As the job seeker, put yourself in the shoes of an employer. How would he or she respond to your résumé? Ask yourself the following questions in the categories of appearance, content and marketing, and then ask others for feedback.

Appearance

- Is the résumé printed on high-quality bond paper?
- Is it a quality copy, free of stray marks and shaded or faded areas?
- Is there adequate white space?
- Is the font easy to read?
- Is the overall résumé layout professional, attractive and reader friendly?
- Are bullets, font changes, caps, underline and italics used sparingly and appropriately?
- Is the résumé clean and sharp?

Content

- Is the résumé free of typos, misspellings, abbreviations, capitalization or punctuation errors?
- Are job descriptions written in phrases that begin with powerful action verbs?
- Is the résumé free of all grammatical errors, including inconsistent verb tense?
- Does the résumé writing reflect clear and concise vocabulary?
- Have redundancies been eliminated?
- Is the résumé free of personal pronouns (I, you, my, we, they)?

Marketing

- Does the Summary Statement emphasize what you offer the employer rather than what you are looking for?
- Does the Skills List match the employer's job requirements?
- Does the most important information appear in the first quarter of the first page? Does it capture the employer's interest?

- Are your accomplishments quantified?
- Is the language and terminology appropriate?
- Has unnecessary information been eliminated?
- Is the résumé an appropriate length or is the length justified based on unique information?
- Is the résumé tailored to the job description, answering the question, "What can you do for the employer?"



Solutions for Potential Obstacles

If your history isn't ideal to present on paper, here are tips for potential obstacles you might face in creating your resumé. Be prepared to explain your situation if asked for details in an interview, but avoid long explanations. Always be honest.

- If you have an education but limited experience, list your education first. Detail classes that focus on specific skills and knowledge acquired. Showcase affiliations and community involvement.
- If you lack experience, apply for jobs where you meet the minimum required qualifications. Highlight community involvement, life skills, volunteer work and independent study.
- If you have unrelated experience, start with professional experience and education that relates to the job you are applying for. Put unrelated work history in a separate section called "Additional Experience" or "Complementary Experience" toward the end of your resumé.
- If you have relevant religious or political experience, list it under "Community Experience" or "Ecumenical Experience." Avoid naming specific institutions, religions or political parties.
- If you have experience that spotlights your age or gender, don't list dates of education beyond the last ten years. List dates year-to-year or the total number of years worked. Say "more than 10 years experience" instead of "25 years experience." You can also leave the dates off completely.
- If you have gaps in your work history, you can show the gap in your resumé, but be prepared to discuss it in the interview. You can also de-emphasize dates by listing them from year-to-year or stating the actual amount of time worked (over 18 months).
- If you have too many jobs in a short time period, only include relevant jobs and list them from year to year. Consolidate two or three related jobs and accomplishments under one title. Be prepared to discuss employment in the interview.

It could be that there are other areas of your history that you do not want to include on your resumé. It is best

to handle this information in an interview, face-to-face, where you can explain what you learned from mistakes and that you are very interested in making a positive contribution to the organization. Be sure to be specific in outlining how you will accomplish this. Always be honest: if the truth is obtained from another source, you probably won't be considered for the job.

THREE WAYS TO LAND A JOB

1. Think outside the box. Ask to volunteer or intern for a month. It's a fantastic way to get in the door and show the employer your strengths.
2. Brace yourself for the tough questions. If you lack must-have skills — like a particular style of business writing or familiarity with relevant computer applications — see if your local community college or continuing education program offers courses that can boost your aptitude in those areas.
3. Accentuate the positive! Your energy comes through in your demeanor, your cover letter, your phone calls and in your interviews — and a confident, enthusiastic outlook will make employers want to hire you.

Source: oprah.com/money/Finding-a-Job-Interview-Tips-and-Career-Advice-from-Suze-Orman_1.

Solutions for Potential Obstacles on Your Resumé

EDUCATION WITH LIMITED EXPERIENCE:

- List education first.
- Detail classes as "Course Work" that focus on specific skills and knowledge learned through hands-on experience.
- Showcase affiliations, organizational memberships and community involvement.

Education

A.S. Business Management
Uintah Basin Applied Technology College 2010

- Relevant Course Work: Beginning Accounting, Business English, Computer Literacy, Word Processing and Spreadsheet Applications.

LACK OF EXPERIENCE:

- Apply for jobs where you meet the minimum required qualifications.
- Highlight community involvement, life skills, volunteer work and independent study.

Complementary Experience

- Planned and organized activities, lessons and workshops for women's service organization and supervised committee meetings.

EXPERIENCE THAT "DATES" YOU:

- Don't list dates of education beyond the last 10 years.
- List dates year-to-year or the total number of years worked.
- Say something like "more than 10 years experience" instead of "25 years experience."
- Leave the dates off completely.

Education

High School Diploma
Davis High School, Kaysville, Utah

Summary Statement

- Highly motivated individual with more than 3 years experience initiating and closing transactions while providing exceptional customer service. Keen interest in fashion, retail sales, buying and management.

Top Ten Skills in Demand

- Reading Comprehension
- Active Listening
- Critical Thinking
- Writing
- Active Learning
- Speaking
- Coordination
- Monitoring
- Instructing
- Time Management



Applying for Jobs

Solutions for Potential Obstacles on Your Resumé (continued)

GAPS IN WORK HISTORY:

You can show the gap in your resumé, just be prepared to address it in an interview. Or you can de-emphasize dates by listing them from year-to-year or by stating the actual amount of time worked (one year or 18 months.)

Experience

Cashier

Smiths, Ogden, Utah 2009–2010

- Operate cash register to itemize and total customers' purchases.
- Balance cash and checks in register with receipts. Consistently achieved 98% accuracy.

UNRELATED EXPERIENCE:

- Start with professional experience and education that relates to the job you are applying for.
- Put unrelated work history in a separate section called "Additional Experience" or "Prior Experience" toward the end of your resumé.

Additional Experience

Fast Food Worker

McDonald's, Vernal, Utah 2005–2006

RELIGIOUS OR POLITICAL EXPERIENCE:

- Put relevant experience in "Complimentary Experience" or "Community Involvement."
- Avoid naming specific institutions, religions or political parties.

Community Involvement

Volunteer Sunday School Teacher 2009–Present

- Studied lesson material to learn curriculum and prepare lesson plan for 8 children ages 7–9. Worked with children's parents to assist in teaching appropriate

TOO MANY JOBS IN A SHORT TIME:

- Only include relevant jobs and list from year-to-year.
- Consolidate two or three related jobs and accomplishments under one title.
- Be prepared to discuss employment in the interview.

Experience

Counter Attendant/Clerk Two Years

Blimpie/Subway/McDonald's

- Took accurate customer orders, trained new employees, handled cash, placed orders and stocked supplies.

Create a Cover Letter

The cover letter, or letter of application, tells prospective employers why they should read your resumé. It can serve as a response to an ad by an employer, as a simple request for an interview or as a tool to inquire about job openings.

Do your research so that you can highlight your qualifications and tailor them to the employer's needs. Always include a cover letter with your resumé unless the employer specifies otherwise.

Find out the name of the person who will do the hiring and address your cover letter to that person. Letters addressed to the "Human Resource Department" or "To Whom it May Concern" may never reach the right person. Remember, the reader will consider this an example of your writing skills.

Your cover letter should:

- be one page in length
- have one inch margins
- use a conservative font, like size 12 Times New Roman or Ariel
- use appropriate business letter writing protocol and formatting
- be printed on the same type of paper as the resumé with the same heading
- have perfect grammar and spelling and include your signature

Format the cover letter as follows:

1. First paragraph: State your reason for writing. Name the specific position you are applying for and mention how you learned about the opening.
2. Second paragraph: Explain why you are interested in working for this employer and specify how you are perfect for this position. Do not repeat information on your resumé. Include something special or unique that would benefit the employer. Include specific results and accomplishments. Demonstrate your knowledge of the company by complimenting the employer on positive results, accomplishments and information that you have learned from your research.
3. Third paragraph: Mention your resumé is enclosed and ask for an opportunity to interview. You may want to suggest dates and times or let them know

that you are flexible. Include day and evening contact information. Be sure to communicate your plan to follow up. You might state that you will be in the area on a certain date and would like to set up a meeting or that you will call on a certain date to set up a meeting. Finally, thank the employer for their time.

4. Close your cover letter with personality by using phrases such as "respectfully," "enthusiastically," "best regards," "looking forward to meeting" or "regards."

Your cover letter is an introduction to your resumé. It is an opportunity to showcase your skills and knowledge of the job, employer and industry. Your cover letter should include four or five skills from the job description. You need to emphasize your qualifications and how they fit the employer's needs.

"First impressions are lasting impressions, and when it comes to the job search, your cover letter often makes the first impression. Cover letters are just as important as resúmes, and knowing how to craft a good one is an essential job-searching skill."

—J. E. Connett, eHow.com contributor



Sample Cover Letter

RACHEL JONES

2233 Main Street
Anytown, VA 23505

(Date)

Mr. John Doe
Human Resource Manager
Box 8776
Anytown, NY 01223

Dear Mr. Doe:

I was very pleased to read the job announcement for an Administrative Assistant with [company name] from your recent advertisement in the *Anytown Times*. Below are my qualifications that match the requirements you are seeking:

Requirements:

Independent Self-Starter

Computer Experience

5 Years Office Experience

My Qualifications:

Developed tracking system for legislative issues; served as liaison between legislators and department personnel.

Utilized Microsoft Office in preparing reports, tables, correspondence, flyers and other documents.

Over six years office experience; two years experience as office manager.

I believe my background provides the skills you require for this position. I have enclosed my resumé for your review. I would welcome the opportunity for a personal interview to further discuss my qualifications and will call on [date] to follow up.

Respectfully,

Rachel Jones

Enclosure

Cover Letters That Knock 'Em Dead, by Martin Yate.

List Your References

Although references may be listed on an application, they should be listed on a separate sheet that includes your contact information. List three professional references who can speak to your strengths and abilities and are also good employees. Don't overlook people you've volunteered with or gotten to know through non-work projects. Be sure to include their name, title, company, address, phone number and email address, and make sure the information is accurate.

Always contact your references and get their approval before including them on your list, and let them know when you are applying for jobs and what those jobs are. Surprise reference calls generally don't work to your advantage.

References are used first and foremost to verify your work history. Second, they are used to help an employer evaluate your skills, work habits, communication abilities and motivation.

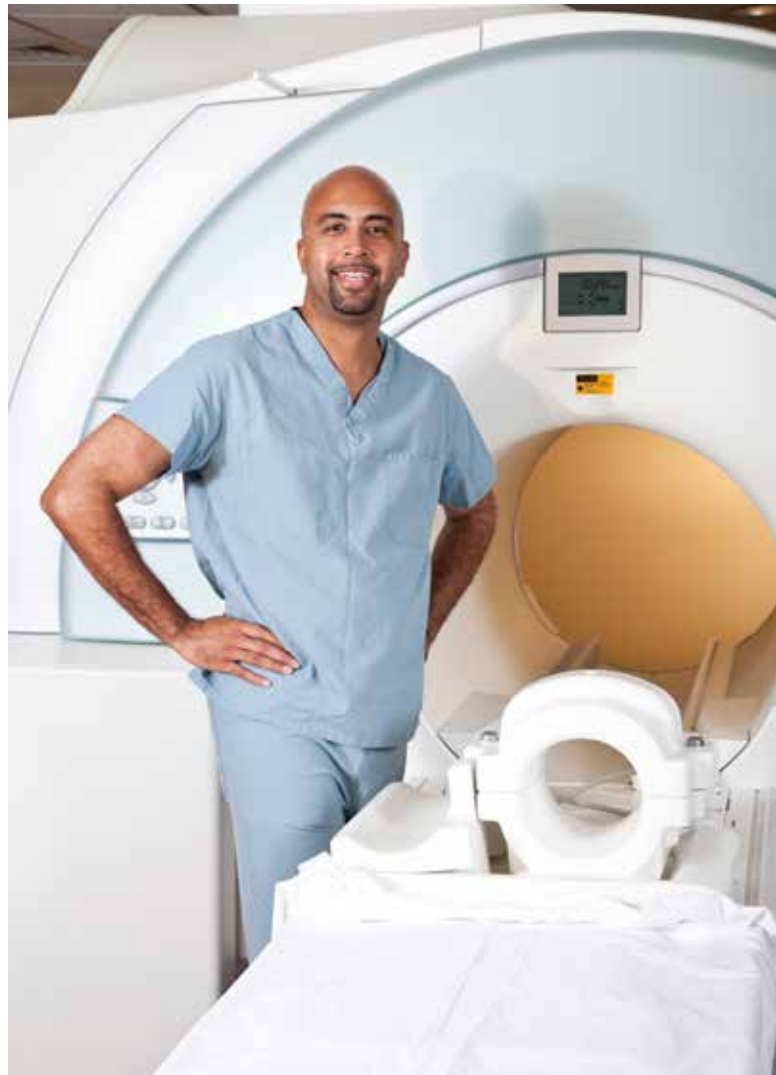
Sometimes an employer will ask for personal references. These are people who can attest to your good character.

Do not choose people who you have known for less than one year, boyfriends or girlfriends, your spouse or close relatives unless you have worked for them.

Once you land the new job, call your references and let them know. Thank them and offer your services as a reference in the future.

Reference Checklist

- Contact each reference and let them know the job or jobs you are applying for.
- Ask permission to use them as a reference.
- Ask if that reference would be willing to write you a letter of recommendation.
- Make sure to target your references to each job.



Employer: _____ Date: _____

Name: _____
Last First M.I.

Address: _____
Street address City State ZIP

Home phone: _____ Work phone: _____

Email address: _____ Are you a veteran? ☐ Yes ☐ No

List the positions you are interested in by specific title (typist, carpenter, auto mechanic)

1st choice: _____ 2nd choice: _____

Available to work: ☐ Full time ☐ Temporary ☐ Part time ☐ Shift work

Date you can start: _____ Desired salary: _____

Are you employed now? ☐ Yes ☐ No If yes, may we contact your present employer? ☐ Yes ☐ No

Have you applied to this company before? ☐ Yes ☐ No Where? _____ When? _____

Trade or professional licenses, certificates or registrations: _____

Name	Address	Telephone/Business/Occupation

High School Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, indicate highest grade completed (1–12): _____		
College, Business or Trade Schools (Name and Location)	Major or Vocational Subjects	Length of Time Degree/Certificate

Master Application (continued)

Work History: Beginning with the present or most recent, list your three most significant employers. If you wish to elaborate, you may attach a supplemental sheet or resumé. Include military service, if applicable.

Firm name: _____				Dates of employment: _____							
Address: _____		_____		_____		_____					
Street address		City		State		ZIP					
Job title, responsibilities and duties: _____											

Firm name: _____								Dates of employment: _____			
Address: _____		_____		_____		_____					
Street address		City		State		ZIP					
Job title, responsibilities and duties: _____											

Firm name: _____				Dates of employment: _____							
Address: _____		_____		_____		_____					
Street address		City		State		ZIP					
Job title, responsibilities and duties: _____											

Additional qualifications and skills: machines, equipment, tools used, related activities, etc.											

Certification of Applicant:											
I certify that all statements made in this application are true and correct and that any misstatement of material facts may subject me to disqualification or dismissal. Also, I authorize verification of all statements made in this application.											
Signature: _____				Date: _____							



Resumé Critique Form

As the job seeker, put yourself in the shoes of an employer. How would he or she respond to your resumé? Use the form below as you write your resumé. Give the form to others so they can critique your resumé and give you honest feedback.

Appearance

Yes	No	Question
<input type="checkbox"/>	<input type="checkbox"/>	Is the resumé printed on high-quality bond paper?
<input type="checkbox"/>	<input type="checkbox"/>	Is it a quality copy, free of stray marks and shaded or faded areas?
<input type="checkbox"/>	<input type="checkbox"/>	Is there adequate white space?
<input type="checkbox"/>	<input type="checkbox"/>	Is the selected font easy to read?
<input type="checkbox"/>	<input type="checkbox"/>	Is the overall resumé layout professional, attractive and reader-friendly?
<input type="checkbox"/>	<input type="checkbox"/>	Are bullets, font changes, caps, underline and italics used sparingly and appropriately? Is the resumé clean and sharp?

Content

Yes	No	Question
<input type="checkbox"/>	<input type="checkbox"/>	Is the resumé free of typos, misspellings, abbreviations and capitalization or punctuation errors?
<input type="checkbox"/>	<input type="checkbox"/>	Are job descriptions written with resumé phrases that begin with powerful action verbs?
<input type="checkbox"/>	<input type="checkbox"/>	Is the resumé free of all grammatical errors, including inconsistent verb tense?
<input type="checkbox"/>	<input type="checkbox"/>	Does the resumé writing reflect clear and concise vocabulary?
<input type="checkbox"/>	<input type="checkbox"/>	Have redundancies been eliminated?
<input type="checkbox"/>	<input type="checkbox"/>	Is the resumé free of personal pronouns (I, you, my, we, they)?

Marketing

Yes	No	Question
<input type="checkbox"/>	<input type="checkbox"/>	Does the Summary Statement emphasize the benefits of hiring the candidate to the employer rather than what the job seeker is looking for?
<input type="checkbox"/>	<input type="checkbox"/>	Does the Skills List match the employer's job specifications and requirements?
<input type="checkbox"/>	<input type="checkbox"/>	Does the most important information appear in the first quarter of the first page? Does it capture the employer's interest? Does it pass the "10-second test?"
<input type="checkbox"/>	<input type="checkbox"/>	Does the resumé provide quantified accomplishments?
<input type="checkbox"/>	<input type="checkbox"/>	Is the use of insider's language and job-specific terminology appropriate?
<input type="checkbox"/>	<input type="checkbox"/>	Has unnecessary information been eliminated?
<input type="checkbox"/>	<input type="checkbox"/>	Is the resumé an appropriate length, or is the length justified based on unique information?
<input type="checkbox"/>	<input type="checkbox"/>	Is the resumé tailored to the job description, answering the employer's question, "What can this job candidate do for me?"

Download this form at jobs.utah.gov/jobseeker/oltools/resumecritique.pdf



Reference Contact List

References should be listed on a separate sheet than your resumé and include your contact information. Always contact your references before including them on your reference sheet. Select people who know your work capabilities. Use this tool to make a master reference list.

Name
Address
City, state, zip code
Phone number
Email address

REFERENCES:

Name: _____
Title: _____
Company: _____
Street address: _____
City, state, zip code: _____
Phone: _____
Email: _____

Name: _____
Title: _____
Company: _____
Street address: _____
City, state, zip code: _____
Phone: _____
Email: _____

Name: _____
Title: _____
Company: _____
Street address: _____
City, state, zip code: _____
Phone: _____
Email: _____

Download this form at jobs.utah.gov/jobseeker/oltools/referencecontactlist.pdf